



MINUTES

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library
June 23, 2014
5:06 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices. This paragraph is 8 pt., but the rest of the text is 10 pt. Is this intended?

1. CALL TO ORDER

2. ROLL CALL:

David Datz, President
Thomas Hubbard – absent
David Tuck
Gwendolyn McMullins
Meredith McKenzie, Secretary

Staff: Pauli Dutton, Acting District Director
Tina Wallin, Finance Director
Shermaine Alya, Executive Administrative Secretary
Laureen McCoy
Suzanne Im

Guests: Dwayne and Patti Ebbert, donors for reupholstering (item 4)
Spencer Sibberel, Boy Scouts
Mr. Snodgrass, father of Robbie, Boy Scouts
Marne Brown, Friends of the Altadena Library, President

3. ADOPTION OF AGENDA

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b). This paragraph is 8 pt., but the rest of the text is 10 pt. Is this intended?

It was Moved (McMullins) and Seconded (McKenzie) to amend the Agenda.

Recommended Action: The Board of Library Trustees hereby amends the Agenda as presented to move item 9a as item 4a.

It was Moved (McKenzie) and Seconded (McMullins) to adopt the amended Agenda.

PASSED

4. PUBLIC COMMUNICATION

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address. This paragraph is 8 pt., but the rest of the text is 10 pt. Is this intended?

a) **UPDATE ON DONATION OF NEW UPHOLSTERY FOR THE READING COURT
(DISCUSSION/INFO)**

Dwayne and Patti Ebbert presented their update of the library stool from the Reading Court, citing an Ethan Allen-affiliated upholsterer in Arcadia as the upholsterer.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of May 2014
ALD is currently at 98% of projected revenue and 82% of expenses. There are no reported unexpected expenses.

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7. CONSENT CALENDAR

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion. This paragraph is 8 pt., but the rest of the text is 10 pt. Is this intended?

Recommended Action: The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) APPROVAL OF MINUTES – REGULAR MEETING HELD MAY 19, 2014.

It was Moved (McKenzie) and Seconded (McMullins) to amend the Minutes and Agenda to reflect Meredith McKenzie as the Secretary for the Altadena Library District Board of Trustees.

APPROVED

- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MAY 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MAY 2014

It was Moved (McKenzie) and Seconded (McMullins) to approve the Consent Calendar.

APPROVED

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Items removed from the Consent Calendar will be discussed individually at this time.

9. OLD BUSINESS

- b) **ADOPTION OF REVISED PRELIMINARY PROPOSED OPERATING BUDGET, FY2014-15 (DISCUSSION/POSSIBLE ACTION)**

Finance Director Tina Wallin reported this is the third review of the revised proposed budget, using the same four (4) scenarios as was presented previously regarding the salary increase though without affecting the OPEB contribution. The highlighted memo presented reflects the expense items reduced in order to arrive at a balanced budget.

Trustee Datz inquired about the update concerning the surplus of 18k in unexpected tax revenue. Finance Director Wallin clarified that the full amount to be received is \$18,812.

Trustee Datz expressed his preference to utilize the surplus to provide a .545% cost-of-living salary increase based on the four (4) scenarios presented.

It was Moved (McKenzie) and Seconded (McMullins) to approve the .545% cost-of-living salary increase using RDA surplus funds and defer any discussion salary/bonuses until later in the fiscal year.

Prior to Trustee Datz collecting the Board votes, Finance Director Wallin reiterated that an approval vote on this item as is would also approve the \$18,812 RDA surplus of funds to be classified and included in the budget as revenue, as was stated under this particular scenario.

APPROVED

Finance Director Wallin inquired about further discussion concerning the approval of allocating an additional surplus of \$3k+. Trustee Datz deferred to Acting Director Dutton's discretion concerning the surplus.

- c) **APPROVAL OF A DESIGN FROM CWA, INC'S SPACE PLAN AND BUDGET FOR THE DOWNSIZED RENOVATION AND EXPANSION PROJECT SCENARIO # 3 (DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported Staff managerial and ALF approvals were obtained regarding Scenario #3.

It was Moved (Tuck) and Seconded (McKenzie) to accept the revised space plan and budget from CWA.

Trustee McMullins inquired and Acting Director Dutton confirmed the cost to the library for the documents for scenario #3 provided by CWA during fiscal year 2014/2015 as \$5k.

APPROVED

- d) **APPROVAL OF A NEW EXTERIOR LIBRARY SIGN ON MARIPOSA (DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported that Jim Nardini produced eight (8) designs, the first five (5) of which were classified as mid-century and the remaining three (3) included more curvature in design. Dutton reported that upon inquiry, the materials incorporated per design could not be disclosed until a design was chosen. Trustee Datz confirmed that a vote would only confirm a design and not approval of costs associated with the design given the materials could not be disclosed prior to a vote.

It was Moved (McKenzie) and Seconded (McMullins) to accept Option # 4 as the selected design.

APPROVED

10. NEW BUSINESS

- a) **APPROVAL OF A RETAINING WALL IN THE LIBRARY POCKET PARK TO BE BUILT BY SPENCER SIBBEREL FOR HIS EAGLE SCOUT PROJECT. (DISCUSSION/POSSIBLE ACTION)**

Eagle Scout Spencer Sibberel reported on his assessment of the library pocket park, noting previously unnoticed erosion on south side of pocket park resulting in a steep drop off. Sibberel suggested the inclusion of hedges acting as a visual, natural barrier, coupled with his proposed retaining wall project to extend and level out the sloped area along with a split-rail fence. He also noted weeds as another issue and offered to install a drip-irrigation system to promote plant growth. Additionally, lowering the sprinkler system would result in more water efficiency for the

area. Sibberel confirmed the use of keystone as one of the materials to be used for the retaining wall.

Trustee Datz expressed concern regarding ALD's insurance liability once the project was completed. Trustee McKenzie confirmed that while an umbrella liability insurance policy would cover injury claims, she supports the suggestion from Trustee Datz to have the plans first signed off by a licensed and bonded contractor. Trustee McMullins requested that Sibberel obtain such signatures as aforementioned.

It was Moved (McKenzie) and Seconded (McMullins) to approve the plans presented by Sibberel for the Pocket Park's retaining wall under the provision that Sibberel first obtain formal plan approval from a licensed and bonded contractor.

APPROVED

Trustee McMullins acknowledged the scout Troop's continued support of the Library.

- b) CHILDREN'S AND TEEN SUMMER READING PROGRAM "PAWS TO READ," JUNE 24 - AUGUST 5 (**INFORMATION**)

Acting Director Dutton reported programs were underway and well-received.

- c) PRESENTATION OF 2013 ADULT SUMMER READING PROGRAM "PASSPORT TO ADVENTURE," JUNE 24 - AUGUST 2 (**INFORMATION**)

Laureen McCoy reported this program the first occurrence of its kind for the Library in 45 years. Suzanne Im presented the program materials to the Board providing an explanation of the program.

- d) REPORT ON ART ON MILLIONAIRE'S ROW FESTIVAL 2014. Next meeting is a Potluck Wrap Party on WEDNESDAY – July 16 at 6:30 home of Dale LaCasela. Trustees are invited. (**INFORMATION**)

Acting Director Dutton reported the party was moved to July 9th for the same time. Dutton also reported that a total of four (4) pieces were sold at the annual Salon exhibit, the most ever sold, along with several donated pieces of the Road to Altadena event. Trustee Datz communicated his gratitude to Mrs. LaCasela on behalf of the trustees.

- e) CONSIDER ADOPTION OF A PARKING LOT RENTAL POLICY (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin presented a proposed rental policy concerning the Library parking lot, inviting trustees to offer suggestions on fee structure. Trustee Datz inquired about previous protocol. Acting Director Dutton recalled earlier rates as calculated by fee per parking space used per day within the parking lot. Trustee Datz suggested a fee schedule for non-profits while negotiated rates for for-profits. Trustee McKenzie offered to refer Film LA to the Library as a solution to alleviate frustrations of nearby residents as well as provide opportunities for the Library, citing previous instances whereby on-street parking was occupied by the company,. Trustee McKenzie supported Trustee Datz's suggestion on abiding by a negotiated rate when dealing with private companies for Library parking lot use. Trustee McMullins advised that non-profit rates should be calculated to include soft costs (use of utilities during rental period) as well. Trustee Datz suggested Staff to devise a fee structure for non-profit use of the parking lot. Trustee McKenzie added that Staff research current market rates for similar rental policies concerning private use of rented parking lots to obtain a benchmark figure for negotiation. Trustee McKenzie also suggested Staff devise a timetable of use times in which to rent the lot.

- f) CaIPERS CIRCULAR LETTER 200-029-14 DATED JUNE 5, 2014, CHANGES TO PENSION RISK POOLS AS A RESULT OF PENSION REFORM (**INFORMATION**)

Finance Director Wallin highlighted specific changes to CalPERS pension risk pools. Wallin explained that plans with large retiree to active participant ratios would experience an excess of 3% which may affect ALD negatively. Currently, ALD has 20 active participants to 19 or 20 retired participants. The changes would be reflected in the next actuarial which will become available in October. The changes will come into effect for FY 2015/2016. Trustee Datz inquired and Wallin confirmed that the percentages reflect the total payroll. Datz pointed out that those agencies hardest hit by this change would have the option to defer by payment installation. Wallin added that though there are stipulations associated with the deferment option, a memo of understanding has been issued addressing the percentage rate for the employer/employee contribution. Wallin stated that she will confirm with CalPERS to verify that the memo will be in place once the changes occur.

g) **APPROVAL OF A PROPOSED UPDATE OF THE RULES OF CONDUCT/BEHAVIOR POLICY (DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton reported that the Staff met regularly to discuss the issue of disruptive behavior. The existing rules have been revised for brevity though is more inclusive than the previous version. Dutton highlighted the changes between current and proposed versions. Trustee McMullins inquired about policies concerning staff protocol for dealing with disruptive behavior and Dutton confirmed that the Library has a separate set of guidelines for staff to deal with disruptive behavior.

It was Moved (Tuck) and Seconded (McMullins) to approve the amended rule of conduct.

APPROVED

h) **APPROVAL OF LIST OF ITEMS FOR CONSIDERATION OF PURCHASE BY FRIENDS OF THE ALTADENA LIBRARY FOR FY2014/15 (DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton presented the trustees with the purchase requests by Friends of the Altadena Library. Dutton clarified that the figures presented were not deconstructed by branch, instead reflecting a total amount for both branches – Main and Bob Lucas. Dutton requested that the line item figure for eBooks be increased by 2k from the listed amount. Guidelines stipulate that any expense change requests exceeding 1k must first be approved by the Trustees of the Altadena Library District before presentation to the Board of the Friends of the Altadena Library for final approval.

It was Moved (McMullins) and Seconded (Tuck) to approve an amended purchased request list, increasing the line item budget for eBooks from 5k to 7k, resulting in an overall increase for the Friends FY purchase list budget from 38k to 40k.

APPROVED

i) **APPROVAL OF PROPOSED ALTADENA LIBRARY DISTRICT GOALS AND OBJECTIVES FOR FISCAL YEAR 2014/15 (DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton confirmed her intent to include the line item, acquisition of *Grants Station* (a grants software database sold by the American Association of Non Profits), to provide access for both ALF and ALD Staff. Director Dutton stated the cost of the software be billed to the ALD budget. Dutton also stated that having the software in-house would benefit staff and mitigate the inconveniences of going off-site. Trustee McKenzie inquired about billing the software expense to the Altadena Library Foundation (ALF). Director Dutton stated ALF was not interested in incurring the expense. Trustee McMullins suggested the item expense be presented at the next ALF meeting.

Trustee Datz suggested the issue of maintaining the website's online calendar be classified under Outreach within the presented Goals and Objectives. Director Dutton stated that timely inclusion of events to the online calendar largely depend on the timeliness of the submission itself. Dutton also called attention to the size limitations of the online calendar as another issue concerning its

maintenance; Dutton stated that the calendar font size was the original size assigned during construction of the website. Dutton explained that the more printer- and viewer-friendly monthly calendar is shared on the website under a separate destination. Trustee Datz suggested replacing the online calendar with the monthly calendar. Dutton responded that the online calendar link is directly programmed to reflect any changes in real-time to the site's main page.

It was Moved (McKenzie) and Seconded (Tuck) to approve the Altadena Library District Goals and Objectives for FY 2014/15 with the intention of improving the calendar functionality.

APPROVED

- j) ROTARY CLUB OFFER OF DONATED BOOKS DURING FY2014/2015.
(DISCUSSION/POSSIBLE ACTION)

Acting Director Dutton reported Dr. Harold Yorke, who will be assuming the role of Rotary Club President, has expressed interest in donating books to the library based on bi-monthly discussion themes addressed in monthly Rotary Club meets. Of the discussion topics presented, the Library would have the option of selecting specific titles to order within said topics. In exchange, the Rotary Club will gift the chosen speakers' with a name plaque listing the title of the book donated to the Library on the speakers' behalf.

It was Moved (McMullins) and Seconded (Tuck) to approve the Rotary Club's offer.

APPROVED

Trustee Datz expressed his gratitude and requested it be shared in kind with the Rotary Club.

- k) APPROVAL OF WORDING FOR PLAQUES FOR BENCHES IN POCKET PARK.
(DISCUSSION/POSSIBLE ACTION)

Acting Director Dutton presented the wording (as was provided by Mr. Snodgrass): "Park benches gratefully prepared for the Altadena Library by Robbie Snodgrass, Eagle Scout." Trustee McKenzie suggested deferring the plaque presentation to Snodgrass until the completion of Spencer Sibberel's Retaining Wall for the Pocket Park, at which point a Scout Appreciation event would then be held in commemoration.

Trustee Datz tabled the plaque commemorating the Boy Scouts. Dutton presented the wording for the second plaque commemorating long-time ALD volunteer, Art Ronnie.

It was Moved (McKenzie) and Seconded (McMullins) to approve the Art Ronnie Reading Park plaque to include the typographical correction.

APPROVED

- l) APPROVAL OF BOARD OF LIBRARY TRUSTEES CALENDAR – 2014/15
(DISCUSSION/POSSIBLE ACTION)

It was Moved (McKenzie) and Seconded (McMullins) to approve the Library Trustee calendar.

APPROVED

- m) APPROVAL OF PROPOSED ALTADENA LIBRARY HOLIDAY CLOSURES FOR CALENDAR YEAR 2015 **(DISCUSSION/POSSIBLE ACTION)**

It was Moved (McMullins) and Seconded (McKenzie) to approve the Holiday Closures Calendar.

APPROVED

11. CORRESPONDENCE

- a) CLA LEGISLATIVE UPDATE: LIBRARY BOND MEASURE MODIFIED & LEGISLATURE FACES "HOUSE OF ORIGIN" DEADLINES: LIBRARY BOND MEASURE MODIFIED DUE TO COST CONCERNS – BILL PASSES SENATE FLOOR **(INFORMATION)**
- b) CLA LEGISLATIVE UPDATE: BUDGET CONFERENCE COMMITTEE APPROVES \$5 MILLION FOR PUBLIC LIBRARIES IN BUDGET **(INFORMATION)**
- c) MEMORANDUM REGARDING ELECTION RESULTS; LAFCO REPRESENTATIVE **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED July 1, 2014 7:00 P.M. ALF PROGRAM WITH MICHAEL SHERMER IS June 29 at 2:00 P.M. **(INFORMATION)**
- b) REPORT ON THE LIBRARY PARCEL TAX COMMITTEE MEETING **(INFORMATION)**

Trustee Datz requested to omit item 12(b) from the upcoming Trustee's meeting agenda and stated that a representative of the committee will provide an update at the next Trustee meeting under item 4, Public Commentary, as per the request of Trustee McKenzie.

- c) REPORT ON LIBRARY DIRECTOR RECRUITMENT COMMITTEE. NEXT MEETING JUNE 23, 2014 7:30 P.M. ACTING DIRECTOR'S OFFICE **(INFORMATION)**

Trustee McKenzie reported the Recruitment committee did not meet in the month of May due to the job posting having been listed that month though was glad to report that applications for the position have since been received and the committee will be meeting this evening, June 23rd, to review the applications, to make a determination on whether the applicants should be interviewed, and to decide whether to expand current recruitment efforts.

- d) REPORT ON FRIENDS OF ALTADENA LIBRARY, NEXT MEETING SEPTEMBER 8TH, 2014 **(INFORMATION)**

Friends of the Altadena Library President, Marne Brown, reported that there is no summer meeting. There will be, Brown reported, an informal event once during the summer season. Brown offered to send an invitation once the meeting was scheduled.

Trustee McKenzie announced an event she is hosting, "Urban Homesteading 101", on the Main Library grounds this Saturday, June 28th, at 10 a.m. The event will include animals and organizations related to urban homesteading as well as conversation.

13. AGENDA ITEMS FOR FUTURE AGENDAS

This is an opportunity for Board members to request that items be placed on future agendas.

NONE

14. ADJOURNMENT

It was Moved (McMullins) and Seconded (Tuck) to Adjourn at 6:40 p.m.

PASSED

Recommended Action: There being no further business to come before the Board, the meeting is adjourned.